

Procurement Specialist Senior

POSITION SUMMARY

This is a professional procurement position in the State Bureau of Procurement under the general supervision of the Section Chief for the Enterprise Sourcing Section. This position is responsible for the development, management, and coordination of complex, multi-million-dollar, statewide contracts in assigned commodity and service groupings. This position focuses on procuring highly technical services and commodities using and finding creative procurement solutions for changing commodity technologies and service industries.

Responsibilities include chairing statewide procurement committees for exploring bid strategies, specifications and contract language. This position may be assigned to lead or participate in statewide task forces to resolve purchasing issues and may participate in the development and presentation of training and outreach for state agencies and vendor groups. This position provides direction and recommendations to the Section Chief in developing policies and procedures for purchasing personnel for all assigned commodity areas.

This specialist must be able to conduct and award bids and/or requests for proposals; work independently, recognize bid flaws and correct them; respond knowledgeably to agency requests for contract information; monitor contractor performance, and assure compliance with contract requirements. The position interacts with the Bureau's other Procurement Specialists and may, at times, interact with the Interagency Procurement Council (IPC) and the State Agency Purchasing Council (SAPC). The position may also assist in training purchasing personnel in assigned areas.

GOALS AND WORKER ACTIVITIES

30% A. DEVELOP AND MANAGE CONTRACTS FOR ASSIGNED COMMODITIES AND SERVICES

A1. Search for new approaches to procurement in assigned commodity areas by evaluating established contracts and solicitation directions. Make recommendations for continuation or termination of current contracts and/or implementation of new contracts.

A2. Accurately establish agency purchasing needs and contract requirements through standards committees, questionnaires, and other contacts with agencies to ensure cost effective contracts that provide the necessary quality of commodities and related services.

A3. Establish effective working relationships with various stakeholders to understand industry market conditions, bidding conventions, industry pricing standards, identify potential new vendors, and obtain other information important to preparing requests for bids or proposals. Organize and conduct vendor conferences as appropriate to obtain industry input.

A4. Manage contracts by assisting state agencies, campuses, and municipal users on the implementation, use, and terms of contracts.

A5. Respond to user requests for contract information and act as a liaison between contract users and contractors to resolve contractual issues. Provide and maintain on VendorNet information related to assigned contracts.

A5. With input from agency users and in-depth analysis of current market conditions, negotiate renewals of contracts with any necessary revisions of terms as appropriate.

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25% B. MANAGE THE SOLICITATION PROCESS

B1. Develop creative solutions for procuring commodities and services using the Request for Bid (RFB) and Request for Proposal (RFP) processes.

B2. Prepare high-quality documents that include all requirements and are clear, concise, easy to understand, and responsive to agency needs that utilize sound purchasing policy, and reflect industry conditions.

B3. Alone or in conjunction with legal counsel, conduct contract negotiations as necessary and award contracts in a fair and impartial manner.

B4. Prepare procurement contracts and amendments to inform agency personnel on current products, vendors and ordering procedures, incorporating appropriate information for municipal purchasing participants. Ensure that all information is accurate, clearly written, easy to understand, and contains all necessary information.

B5. Organize and chair standards committees and assign tasks to agency personnel to assist in specification development, bid/proposal language, and cost methodology.

20% C. OVERSEE STATE AGENCY PURCHASING ACTIVITIES IN ASSIGNED AREAS

C1. Review agency RPA's thoroughly to ensure compliance with procurement policies and procedures. Direct agencies in supplying necessary information in support of waivers. Prepare accurate analysis and case letters within three to five working days of receipt, depending on complexity.

C2. Provide guidance to agencies on procurement procedures and guidelines to ensure sound procurement solicitations producing cost effective contracts that provide the necessary quality of commodities and related services.

C3. Assist in conducting purchasing audits of state agencies in a thorough and timely manner as requested.

15% D. MONITOR VENDOR PERFORMANCE, MAINTAIN RECORDS, PERFORM ANALYSES, AND DEVELOP REPORTS.

D1. Review vendor reports, develop a data system to track performance, and compare data to industry standards.

D2. Analyze vendor performance, trends, and compare to benchmarks.

D3. Prepare reports and post information to VendorNet and other State sites as required.

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5% E. PARTICIPATE IN TASK GROUPS AND SPECIAL PROJECTS

E1. Participate in department and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.

E2. Participate in or lead various work groups associated with the ongoing development and enhancement of procurement improvement projects.

5% F. PERFORM OTHER DUTIES AS ASSIGNED

F1. Assist and/or participate in Bureau and/or other task groups.

F2. Develop reports and prepare presentations and other information as needed.

F2. Perform other tasks as needed.

KNOWLEDGE, SKILLS, & ABILITIES

1. Knowledge of state procurement laws, administrative code and state procurement policies and procedures.
2. Public procurement experience.
3. Knowledge of cost analysis methodology.
4. Ability to establish effective working relationships with co-workers, the Bureau of Procurement and other State agencies.
5. Strong computer skills.
6. Professional communications, both written and verbal, including formal presentations.
7. Skill in leading and facilitating teams/work groups.
8. Excellent organizational skills and detail oriented.
9. Effective interpersonal skills, including conflict resolution.
10. Analytical and research skills.
11. In depth knowledge of assigned commodity areas including current technology, pricing and supply and demand issues that impact bidding methodology, vendor performance, market conditions, and monitoring of industry practices.
12. Ability to manage contracts, bid processes, and lead cross-functional bid and proposal evaluation teams.
13. Excellent analytical skills to develop clear bid/proposal requirements, pricing methodologies and forms.
14. Advanced skill level using Microsoft Word and Excel to develop bid pricing sheets and bid evaluation abstracts.
15. Knowledge of commodity and service contracts terminology and concepts.
16. Knowledge of effective contracting techniques.
17. Effective negotiation skills.